

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 6-10 August 1984

EXTENSION

NO.

OC - 10559-84

DATE

14 August 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

D/CO

15 AUG 1984

15 AUG 1984

2.

DD/CO

15 AUG 1984

15 AUG 1984

3.

OC-MLS

16 AUG 1984

16 AUG 1984

4.

OC-EXA

15 AUG 1984

16 AUG 1984

5.

OC/OL/IMC

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Archiving

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OC -10559-84

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 6-10 August 1984

1. During the week, Panel N experienced a gain of 1 and a loss of 3 technicians. Panel N is currently 32 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 4 technicians under strength. Panel MCD experienced a gain of 4 and a loss of 1. The Panel is currently 55 employees over authorized ceiling. There are 121 EOD students in training, while 20 TCA personnel are in processing, preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 84 personnel under strength.

2. Mr. Donnelly presented several awards at his biweekly staff meeting, Monday, 6 August 1984. [redacted] was honored with a Certificate of Distinction in recognition of his outstanding performance under conditions of grave personal risk during the

the group.

3. Dialogue with Office of Personnel (OP) Advertising Staff resulted in successful negotiation for OP to fund two, possibly four, advertisements in selected periodicals for Panel MCD and MCN personnel. Prior to this, OP would not fund for the ads because Panel MCD/MCN are over strength.

WARNING NOTICE - INTELLIGENCE  
SOURCES OR METHODS INVOLVED

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4. Due to the NCOA "National" Convention, the Nashville NCOA "Job Fair" recruiting effort on 3 August was not very productive. It appeared the Job Fair was put on as an afterthought and not very well advertised.

5. Engineering Division has indicated through AMD an interest in OP's Graduate Fellows Program. This Program offers qualified graduate students the opportunity to work on a contract basis a maximum of 6 months between 15 April and 15 October 1985.

6. The Certification Program (CP) Task Force met on 10 August to review the final draft of the CP. The CP draft and memo will be presented to the D/CO the week of 13 August 1984.

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